

CHAPTER I
GENERAL INFORMATION

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Chapter I

GENERAL INFORMATION

101. Purpose. To issue revised policies, procedures, and responsibilities for the operation of Navy Flying Clubs in a manner that promotes morale, fiscal soundness, operational safety, and the best interests of the U.S. Navy.

102. Aims of the Flying Club Program. To provide an off-duty, voluntary activity in the interest of morale, welfare, and recreation. Flying clubs shall be operated to:

a. Provide active duty military personnel, their families, and other authorized personnel an opportunity to develop skills in aeronautics, including piloting, navigation, mechanics, and other related aero sciences.

b. Encourage an awareness and appreciation of aviation requirements and techniques.

c. Provide a facility designed to meet a recreational need for low-cost, safe, light aircraft operations.

d. Provide a social program in the interest of promoting club activities and morale.

103. Status of Flying Clubs. Flying clubs are designated in NAVSO P-3520 as Category C Morale, Welfare, and Recreation (MWR) activities. While flying clubs are voluntary, off-duty, and self-supporting activities, they enjoy the status of a nonappropriated fund (NAF) instrumentality of the Federal Government and shall be so operated under the supervision of the U.S. Navy. As instrumentalities of the Federal Government, Navy Flying Clubs shall not be incorporated under state or local law. The assets of Navy Flying Clubs are assets of the U.S. Government.

104. Scope. The policies and procedures contained in this instruction are applicable to all Navy Flying Clubs, their sponsoring activities and members, regardless of location. All personnel responsible for implementing a Navy Flying Club program will also comply with applicable procedures published in Federal Aviation Regulations (FARs) and National Transportation Safety Board (NTSB) regulations. Clubs sponsored by activities outside the United States may request from the program manager, the Chief of Naval Personnel (CHNAVPERS), via the chain of command, and the Chief of Naval Operations (CNO) (N88), waivers to this

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instruction as necessary to comply with the rules and regulations of the host country. Waivers of any other portions of this instruction will be directed, via the chain of command, to CHNAVPERS who will coordinate the request as necessary with other interested offices and staffs.

105. Establishment

a. Commanders and commanding officers of naval activities (hereafter referred to as commanding officers) are authorized to sponsor flying clubs within their respective commands. Each flying club shall carry the name of its activity's location. For example, a club formed at Naval Air Station, Norfolk, would be named "Norfolk Navy Flying Club." To establish a flying club, the commanding officer shall:

(1) Conduct a base-wide survey to determine:

(a) The potential size of the club.

(b) The growth potential of the club.

(c) The type of flying desired, such as student, cross-country, or flight training for additional ratings.

(d) The potential for fiscal solvency of such a club.

(2) Call a meeting of interested people to study the results of the survey. If results indicate that it is feasible to establish a flying club, concerned personnel shall prepare a proposed charter.

(3) Appoint an interim flying club manager.

(4) Appoint individuals eligible for and interested in membership to direct the club temporarily until elected and duly appointed advisors officially assume duties. These individuals will familiarize themselves with the contents of this instruction and other governing directives. Additionally, they shall:

(a) Form a Board of Directors (BOD).

(b) Write initial club instructions including, but not limited to:

1. Membership categories and BOD member positions.

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2. Membership application, registration, and expulsion procedures.

3. Duties and responsibilities of each BOD member.

4. Quorums and meetings.

5. Aircraft scheduling procedures.

6. Flight regulations (training, local area, cross-country, emergency recall, etc.) and enforcement procedures.

7. Safety (to include loss control program(s) and pre-mishap plan).

8. Maintenance.

b. Authority to establish a Navy Flying Club shall be requested by letter from the commanding officer, via the chain of command, to CHNAVPERS. Club aircraft may be based aboard the sponsoring activity where adequate facilities exist. Basing the club aboard the sponsoring activity lends itself to better supervision of the club. A statement shall be included listing the facilities to be made available to the club, affirming that provision of facilities or services will not interfere with the mission or operations of the command. In some cases, however, basing clubs at nearby, adequate civilian airfields may be more appropriate. The location at which club aircraft are to be based, operated, and maintained shall also be specified. Additionally, the following items shall be included:

(1) Charter.

(2) Initial instructions.

(3) Financial plan including proposal for obtaining operating capital (if required).

c. Upon receipt of written approval for establishment of a Navy club, the commanding officer shall ensure the club does not commence operation until:

(1) Provisions required by this instruction have been satisfied.

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(2) A preoperational inspection has been conducted by the sponsoring activity's operations, maintenance, safety, and internal review staffs. When completed, the inspection team will brief the commanding officer, flying club manager, and flying club BOD. The manager will then ensure that all discrepancies are corrected and furnish a copy of the inspection report, BUPERS 1710-19, with corrective actions noted, to the commanding officer. The commanding officer's written approval of the report with corrective actions shall be forwarded to CHNAVPERS as an enclosure to a letter requesting authority to commence operation.

d. Flight operations may begin only upon receipt of final approval from CHNAVPERS.

106. Disestablishment. Disestablishment shall be effected per NAVSO P-3520. The commanding officer shall report disestablishment of a Navy Flying Club by letter, via the chain of command, to CHNAVPERS, stating the estimated date of final dissolution. If the club has an aircraft on loan from the Navy, disposition instructions shall be requested from CNO (N88). Upon receipt of notification that a Navy Flying Club is to be disestablished, the commanding officer, assisted as required by the chain of command and the program manager, will take such action deemed necessary to preclude careless or extravagant expenditure of assets prior to dissolution of the fiscal entity. During the period up to actual closing, disbursements will be limited to essential expenses, future commitments will be cancelled, and contractual agreements renegotiated or cancelled. Disposition of club-owned fixed assets and inventories will be accomplished per NAVSO P-3520, paragraph 310. Residual cash assets of disestablished clubs will be reported by the commanding officer, via the chain of command, to the program manager who will provide instructions for distribution.

Should an individual club default on payment of a loan or other obligation or be disestablished with insufficient assets to liquidate outstanding obligations, the remaining clubs in the program may be subject to assessment as necessary to cover any shortages. Such a default, however, would reflect adversely on the management procedures and capability of the command which established that club. Upon completion of the dissolution process, a terminal audit of the flying club will be performed and a final certified report of operations will be prepared in the format of the Annual Report (appendix A). This final report will be forwarded to CHNAVPERS (Pers-656GA).